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Information & News for AppleWorks Users

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Task Management System

Here's How to Build a Task Management System Using the AppleWorks Database

Since I started using an AppleWorks task management system last month, I haven't been able to start the day without it. I'm lucky enough to have my Apple right on my desk and I use it every day. Since it's on all day anyway, I decided that AppleWorks could do a better job than my notebook calendar and "scratch & add" list for my tasks. Boy was I right! Here are a few things this database can do:

1. Track all resources required for a task.
2. Track tasks by date, type, resource, priority, and other criteria.
3. List steps involved in each task.
4. Determine the time alotted for each task.
5. Remove "finished" tasks from view but keep on database.
6. Automatically reschedule tasks that are not finished by their due date.
7. Track projects on monthly basis.
8. Print all tasks for any given day, week, month, resource, or combination thereof.
9. List tasks by priority.

The database is really very simple. The power comes in fully using the Record Selection Rules in AppleWorks. By anticipating how the rules can be used, you can add even more flexibility. Setting up the database and entering the data are the first parts.

Setting Up the Database

Begin by starting a new database from scratch using the "Add Files" menu option from the main menu. Enter the *From scratch* option, then type a name for the new database. Soon you will be ready to enter the categories. Using the commands and options shown on the screen, enter the category names shown in Figure 1. Press Escape when finished, then indicate that you are ready to begin entering data.

Before entering data, arrange the layout of the records using the Open Apple - L command. If trying Open Apple - L does nothing, press Escape once and try again.

You can rearrange the categories by placing the cursor on the first

```
Category names
═══════════════════════════════════════════════════════════════════════
TASK                    URGENCY LEVEL (1-5)  |
START                   TYPE                 | Options:
FINISH                                       |
RESOURCES...                                 | Change filename
A                                            | Return     Go to first category
B                                            |
C                                            |
EXTRA                                        |
STEPS...                                     |
1                                            |
2                                            |
3                                            |
4                                            |
5                                            |
PRIORITY LEVEL (1-5)                         |
-----------------------------------------------------------------------
Type filename: WORK TIKLER                                  241K Avail.
```

Figure 1: Database categories for the task file.

character of the category and then using the Open Apple key with the arrow keys . . . the category will move in the direction of the arrow. Position the categories as shown in Figure 2. Press Escape when finished.

When you press Escape, you'll be asked about the direction of the cursor. Select *Left to right, top to bottom.*

Entering Data

You are now ready to enter data into the database. Simply type the task in the first category. You have up to 80 characters for the description. Next, use the numbers 1 through 5 for priorities and urgencies (1 being highest). A task that has a 3 priority and a 1 urgency is more important than a task with a 3 priority and a 3 urgency. Use urgency as a way to determine "hot" projects. (If you're like me, you sometimes fall into the trap of managing by crisis. Be careful to use the Priority category for determining the true importance of a task.)

If you run across a task that will probably take several days to complete, you have two choices. You can either break up the task into smaller "stepping stones" and enter each one separately, or you can enter a special code for these types of jobs. Try placing an asterisk in the Urgency category of "long-term" tasks. This will indicate to you that the task will most likely be rescheduled a few times.

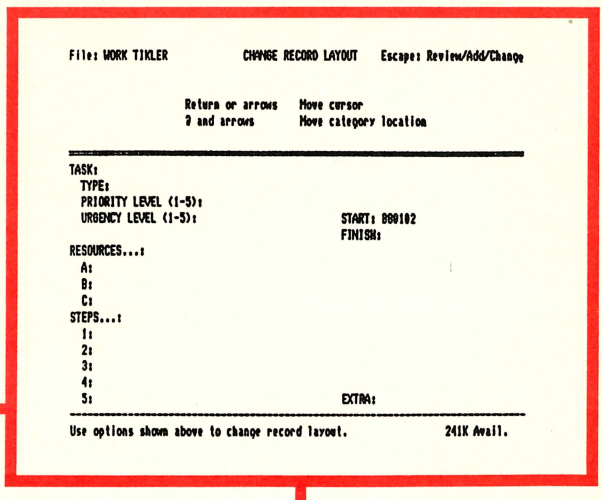
Date Formats

The next two categories use dates in unique ways. Enter the date in the format:

YYMMDD

That's the year first, followed by the month, followed by the day. For example, July 22, 1988 will be 880722. Uses of this format are explained in the Tips & Tricks article this month.

Enter the date scheduled for the task; this might be the current date or, for future appointments, it could be a future date. Enter the Due Date in the next category. If the task or appointment is not long, this can be the same date as the start date. Phone calls and letters will probably have the same start and due dates.



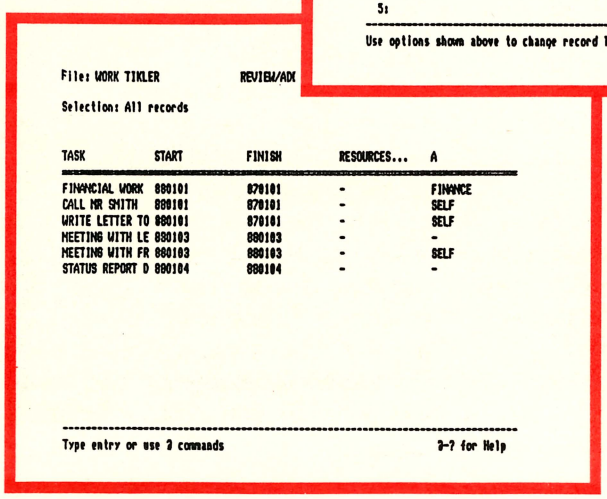

File: WORK TIKLER REVIEW/ADD
Selection: All records
TASK START FINISH RESOURCES... A
FINANCIAL WORK 880101 870101 - FINANCE
CALL MR SMITH 880101 870101 - SELF
WRITE LETTER TO 880101 870101 - SELF
MEETING WITH LE 880103 880103 - -
MEETING WITH FR 880103 880103 - SELF
STATUS REPORT D 880104 880104 - -
Type entry or use ⌘ commands ⌘-? for Help

Figure 2: Position your categories as shown here using Open Apple-L.

Figure 3: Press Open Apple-Z and the database should look like this.

Skip over the Resources category because it's just a place holder. Jump to category A and enter any person, place or thing that is required for the completion of the task. For example, if your task is to "Get car fixed," a possible resource is "Bob's Auto Shop."

The intent of these categories is to track all tasks with common resources, such as co-workers or special services. Be sure that you enter common resources the same way each time. You might want to create a separate list of possible resources to help you keep the data entry consistent.

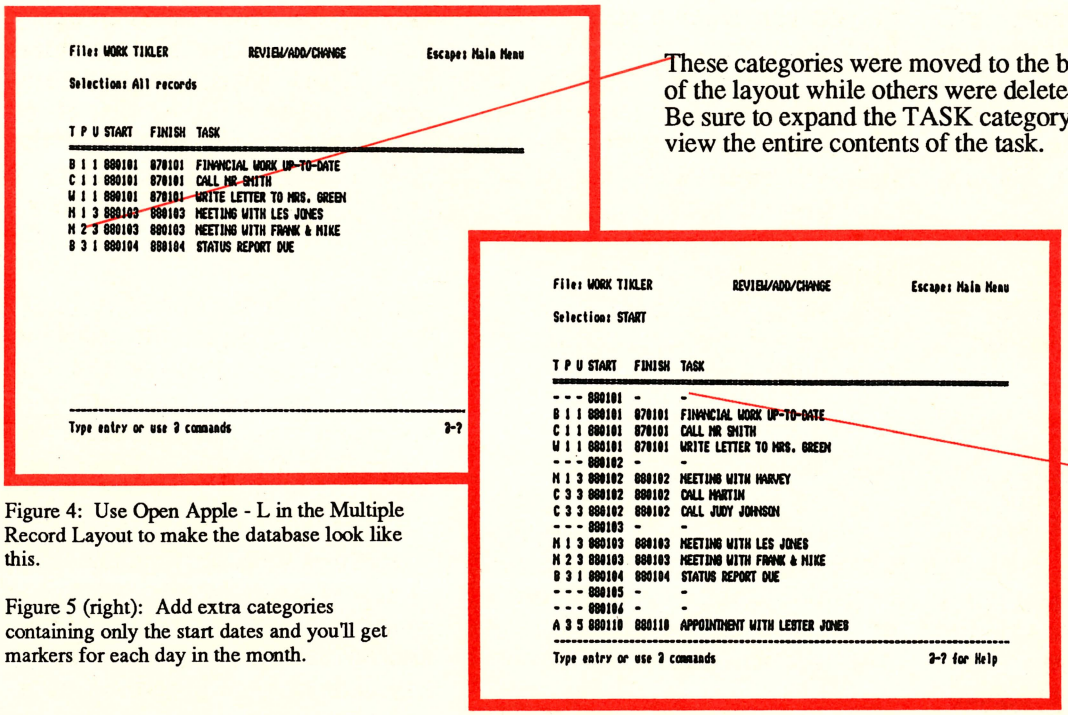
Skip the category named "Steps" and jump to the first step. Enter any sub-task required to complete the main task. Do this for each of the five steps. Figure 2 shows how a typical task is entered.

After Data is Entered

Once you've entered a few tasks, press Open Apple - Z to view the Multiple Record Layout. The screen should look something like Figure 3. Now press Open Apple - L to change the layout. Now you can remove unwanted categories, change their size and position on the page, and make other changes. By removing, resizing, and rearranging categories, make your layout look like the one in Figure 4.

Sorting the Data

Sorting the data is an important part of this task file. You will probably sort the file several times a day -- depending on the number of new tasks you enter. The database requires a three-level sort. First, place your cursor on the *Urgency* category and press Open Apple - A to arrange *From A to Z.* Next, move the cursor to the *Priority* category and sort again from A to Z. Finally, move to the *Start* category and arrange one more time.


File: WORK TIKLER REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records
T P U START FINISH TASK
B 1 1 880101 870101 FINANCIAL WORK UP-TO-DATE
C 1 1 880101 870101 CALL MR SMITH
W 1 1 880101 870101 WRITE LETTER TO MRS. GREEN
M 1 3 880103 880103 MEETING WITH LES JONES
M 2 3 880103 880103 MEETING WITH FRANK & MIKE
B 3 1 880104 880104 STATUS REPORT DUE
Type entry or use 3 commands 3-?

These categories were moved to the beginning of the layout while others were deleted completely. Be sure to expand the TASK category so you can view the entire contents of the task.

File: WORK TIKLER REVIEW/ADD/CHANGE Escape: Main Menu
Selection: START
T P U START FINISH TASK
- - - 880101 - -
B 1 1 880101 870101 FINANCIAL WORK UP-TO-DATE
C 1 1 880101 870101 CALL MR SMITH
W 1 1 880101 870101 WRITE LETTER TO MRS. GREEN
- - - 880102 - -
M 1 3 880102 880102 MEETING WITH HARVEY
C 3 3 880102 880102 CALL MARTIN
C 3 3 880102 880102 CALL JUDY JOHNSON
- - - 880103 - -
M 1 3 880103 880103 MEETING WITH LES JONES
M 2 3 880103 880103 MEETING WITH FRANK & MIKE
B 3 1 880104 880104 STATUS REPORT DUE
- - - 880105 - -
- - - 880106 - -
A 3 5 880110 880110 APPOINTMENT WITH LESTER JONES
Type entry or use 3 commands 3-? for Help

These categories were added by simply inserting blank categories then entering only the START date. Enter each day of the current month this way and then sort the database.

Figure 4: Use Open Apple - L in the Multiple Record Layout to make the database look like this.

Figure 5 (right): Add extra categories containing only the start dates and you'll get markers for each day in the month.

Your data is now arranged by date with the highest priority first and the highest urgency first within each priority.

Looking at Tasks

One of the most common ways of looking at this data is to look at "Today's" tasks. Within each day, you'll see tasks arranged by priority. To look at the current day's tasks, simply enter the record selection rule:

START equals 881201

Of course, you'll enter the current date in place of 881201. You can list other sub groups by adding more criteria to the record selection rules. For example, you might want to see just those tasks that are top priority for today only; or just the phone calls for today only. Here are some rules for starters:

Today's phone calls:
START equals 881201
and TYPE equal C

Today's top priority:
START equals 881201
and PRIORITY equals 1

All high priority tasks:
PRIORITY equals 1

All tasks involving a co-worker:
A equals SMITH
or B equals SMITH
or C equals SMITH

in the last example, SMITH would be the name of the co-worker listed in any of the SOURCES categories. These are just a few of the many ways of viewing the tasks in your database.

When Tasks are Completed

When you complete a task, simply move to the FINISH field and remove the finish date using the Open Apple - Y command. Next, enter the word DONE and press Return. Do this for all tasks that are finished.

Normally, you don't want tasks that are done to remain in view on your schedule, so add this rule to your record selection:

Only unfinished tasks:
FINISH does not equal DONE

You can , of course, add this line to any of the other rules listed above (provided there is room for another rule). If you activate this record selection rule and then enter DONE into a category while the rule is active, you must zoom in and out of the Single Record Layout for the database to update the screen. In other words, if records marked DONE are not normally showing and you mark one DONE, it will not disappear until you press Open Apple - Z twice. This simply allows AppleWorks to apply the new changes to the current rules that are set.

When Tasks are Not Completed

I'm sure this never happens to you, but *some* people might not finish the tasks scheduled for the current day. If the task is not reschedulable, then simply delete the record with Open Apple - D. However, if you want to reschedule the task, place the cursor on the START category and alter the date to the new scheduled date.

when you reschedule a task by changing its date, the database will not automatically resort the new date into the current arrangement. Instead, you'll have to rearrange the database as described earlier.

Adding Tasks

I recommend that you add an extra "blank" task for each day of the current month. The task will contain nothing but the START date. Sort these records in with the data and you'll get handy day markers at the beginning of each day. See Figure 5.

There are two advantages to this practice. The first is that you can see each day's tasks more clearly with an empty "starting" record for the day. Figure 5 shows this. You can also see if some days don't have tasks planned. As days pass, change these empty records to future days so that you will constantly have these empty place holders.

The second advantage is that you can use these empty records to add new tasks within any given day. Simply move to the empty record for the day and type the Open Apple - C command. Make a copy of the record and then fill out the empty categories in this copy.

Printed Reports

Probably the most common reports you'll print from this database will be listings of the tasks in some specified grouping. This is the same as using the record selection rules to view different groups of data. Simply design your report listing as a table, then select the appropriate rules, such as those given as examples earlier.

You might consider adding a special calculated category to your report -- one that tells you the amount of time you've allotted to each task. Here's how: Set up your tables-style report as shown in Figure 6. Notice that many categories have been removed and other have been rearranged.

Now add a calculated category to the end of the report using the Open Apple - K command. This category should appear as the letter F. You can name the new category TIME ALLOTTED

When asked for the calculation, enter the formula:

B-A*.01

In the example, this formula represents, "START minus FINISH times .01". When you print this report, you'll see the amount of time you've alloted to the tasks: the number .03 means three days; .15 means fifteen days; 5.03 means five months and three days.

Another report you can print with this data will show you all the tasks and each step involved in the task.

Start with a new labels-style report and delete all categories except those shown in Figure 7. Also, use the movement commands shown on the screen to arrange the categories as shown in the figure. Notice that the categories on the first line use the Justification option (Open Apple- J) to close up empty space.

Using the Open Apple - O command, turn the header off and turn the KS option to *No*. Try printing this report to the screen first; then make any necessary alterations.

Continued on page 64.

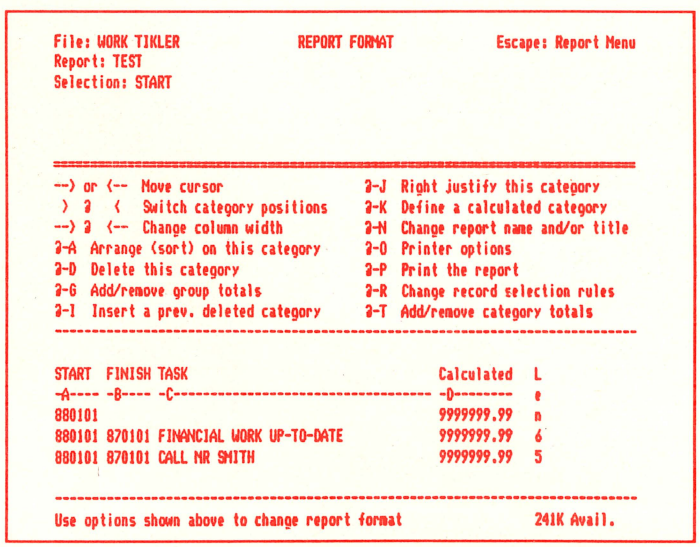

File: WORK TIKLER
REPORT FORMAT
Escape: Report Menu
Report: TEST
Selection: START
--) or (-- Move cursor
) ⌘ (Switch category positions
--) ⌘ (-- Change column width
⌘-A Arrange (sort) on this category
⌘-D Delete this category
⌘-G Add/remove group totals
⌘-I Insert a prev. deleted category
⌘-J Right justify this category
⌘-K Define a calculated category
⌘-N Change report name and/or title
⌘-O Printer options
⌘-P Print the report
⌘-R Change record selection rules
⌘-T Add/remove category totals
START FINISH TASK Calculated L
-A---- -B---- -C---------- -D-------- e
880101 9999999.99 n
880101 870101 FINANCIAL WORK UP-TO-DATE 9999999.99 6
880101 870101 CALL MR SMITH 9999999.99 5
Use options shown above to change report format
241K Avail.

Figure 6: Tables report with extra calculated category added. This category will contain the formula that shows the amount of time used for each task.

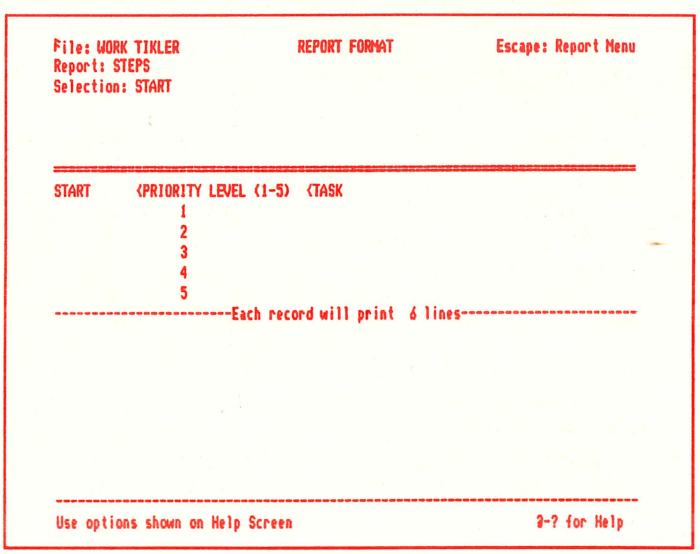


Figure 7: This report is for printing the steps involved in each task. Notice that some categories have been removed. The Open Apple - J command is used to prevent unwanted spaces in the report. Also, use the KS option to avoid extra spaces in the report.

Using AppleWorks with Memory Expansion (Part 2)

In the previous segment of this article, I discussed some of the options you have when using RAM expansion.

Here's a summary so far: Extra RAM can be used for two major purposes. One is to increase the AppleWorks desktop space and limits in the modules. This is called Desktop expansion. The other is to use extra memory as a RAM disk and give AppleWorks access to it for saving and storing files. Both of these setups require that you use special programs to "patch" AppleWorks so that it recognizes the extra RAM -- both for Desktop expansion and for RAM disk.

If you have an Apple brand memory card, you already have the Desktop expansion setup when you boot up version 1.3 or 2.0 (Version 1.3 does not work with IIc memory expansion).

Finally, you can set up your system to use both Desktop expansion and RAM disk. Basically, this requires that you install a RAM disk but leave some extra memory available. Memory not used for RAM disk will be automatically used for Desktop expansion.

Expanding AppleWorks Desktop & Other Limits

To expand AppleWorks for use with a non-Apple brand memory card requires the Desktop Expansion software that come with the expansion card. Applied Engineering calls this their *Super AppleWorks Desktop Expander* for versions earlier than 2.0 and their *AW 2 Expander* for version 2.0. Checkmate Technologies calls theirs the *MultiRAM Expander*. Simply run the programs and follow the steps provided.

After running the expanders, you get various features other than expansion, such as the ability to save files that are larger than one disk, access to internal clocks, the auto load feature, and printing buffers.

So far, you have no RAM disk capabilities and your newly expanded AppleWorks will consume all available memory for the desktop. If you opted for the auto load features, AppleWorks will take a few extra minutes to load into memory. You can cancel the auto load by pressing Escape.

When AppleWorks is loaded into memory with the auto load features, it does not take memory from the expanded Desktop. If you begin filling the Desktop with files, AppleWorks will be "pushed out" to make room. To see how much RAM is available on the Desktop, use the *Add files to the Desktop* command and then look in the lower right corner of the screen. See Figure 1.

According to our tests, Checkmate's auto load feature is faster than all others.

There are two reasons why you would not want the auto load feature. One is if you are planning to use a RAM disk and copy AppleWorks to it. The other is if you just don't want to wait for AppleWorks to load into RAM. However, since you can always cancel the auto load by pressing Escape, there is no risk in having it.

RAM Disks

To have the most control over your RAM disk setup, you'll need to know some basics about ProDOS. If you're already proficient with ProDOS, you can skip this section.

First, be sure to replace the ProDOS file on your AppleWorks Startup disk with one from another disk. If you have a Beagle Bros or Software Touch product, use the one from that disk, otherwise, use the one from your System Utilities disk. Use any copy program to replace the ProDOS file. While you're at it, copy another file to the Startup disk: BASIC.SYSTEM. This can be found on your System Utilities disk also.

Having these two files on your Startup disk lets you enter BASIC and ProDOS commands. But you first have to get to the BASIC prompt, which looks like this:

]

However, when you boot your AppleWorks Startup disk, it automatically begins AppleWorks. You have to get to the AppleWorks Main Menu and then Quick to get that BASIC prompt.

This is because ProDOS automatically loads and runs the first SYSTEM file that appears on the disk. Although you now have at least two system files on your Startup disk (BASIC.SYSTEM and APLWORKS.SYSTEM) the AppleWorks.System file appears first and is, therefore, automatically used upon startup. If you view the contents of your Startup disk with System Utilities, you'll see that this is true. See Figure 2.

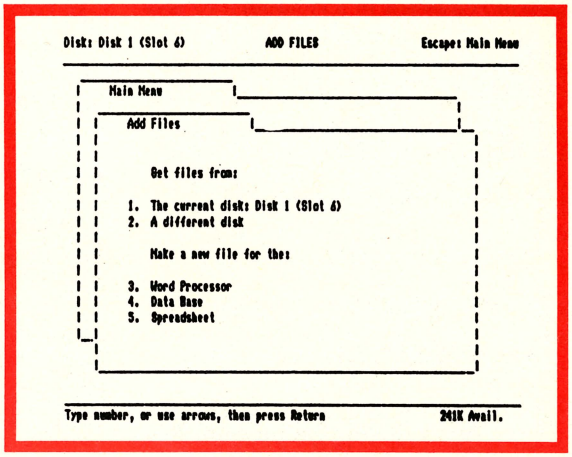


Figure 1: AppleWorks shows how much Desktop space is available.

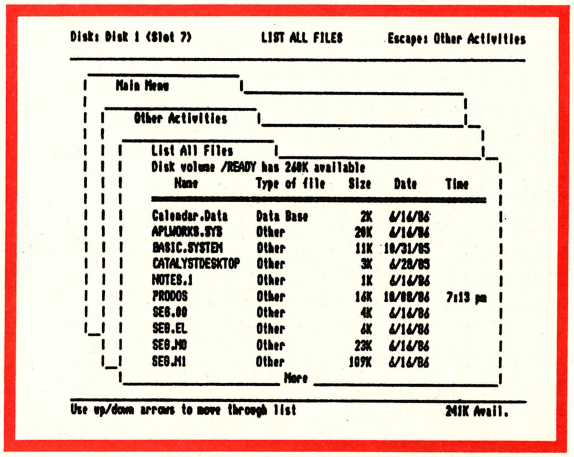

Disk: Disk 1 (Slot 7)
LIST ALL FILES
Escape: Other Activities
Main Menu
Other Activities
List All Files
Disk volume /READY has 240K available
Name Type of file Size Date Time
Calendar.Data Data Base 2K 6/14/86
APLWORKS.SYS Other 28K 6/16/86
BASIC.SYSTEM Other 11K 10/31/85
CATALYSTDESKTOP Other 3K 6/28/85
NOTES.1 Other 1K 6/16/86
PRODOS Other 14K 10/08/86 7:13 pm
SE6.80 Other 4K 6/14/86
SE8.EL Other 4K 6/16/86
SE8.MO Other 23K 6/16/86
SE8.M1 Other 109K 6/16/86
More
Use up/down arrows to move through list
241K Avail.

Figure 2: APLWORKS.SYSTEM appears before BASIC.SYSTEM on the disk.

To get around this inconvenience, you'll have to use a copy program to rearrange the order of the SYSTEM files on the disk. First make a backup of the original disk, then delete both SYSTEM files from the backup. Finally, copy the files back off the original disk to the backup in the desired order. Now, back in BASIC, enter this short program exactly as shown:

```
10 PRINT "NOW IN BASIC"
SAVE STARTUP,S6,D1
```

Substitute the slot and drive number of the location of your Startup disk for the S6,D1 shown in the program, or just leave it off and hope for the best.

You have now added a file, called STARTUP, to your AppleWorks Startup disk. When you boot the disk, this file will take effect immediately and drop you into BASIC without loading AppleWorks.

Starting AppleWorks from BASIC

From BASIC, you can begin AppleWorks in one of two ways: You can type the command:

-APLWORKS.SYSTEM

This assumes that your AppleWorks system file is not in a subdirectory and that it is still called APLWORKS .SYSTEM. If you've used Super MacroWorks, you should type:

-SUPER.SYSTEM

If you've used Ultra Macros, type:

-ULTRA.SYSTEM

If you use Pinpoint's accessories, type:

-APLWORKS.SYS

The other way to start AppleWorks is to use the Bird's Better Bye program that comes with the ProDOS on any Beagle Bros or Software Touch disk. Simply type:

BYE

And locate your APPLEWORKS .SYSTEM file.

Installing the RAM Disk

While you're in BASIC, you can install a RAM disk using the installation program found on your Expansion product. Applied Engineering and Checkmate puts theirs on the Expander disk (Checkmate's is on the back). If you have Applied Engineering's expander, insert the disk and type:

-PRODRIVE

If you have Checkmate's expander, insert the back of the disk and type:

-MULTIDRIVE.PRO

Figures 3 and 4 show the results from each product. Your RAM disk is now installed. The amount of RAM allocated to the RAM disk depends on the total amount you have. Typically, the programs will allocate half of your memory to RAM disk.

The next thing to do is use a copy program to copy AppleWorks to the RAM disk, then experience first-hand how nice it is to have AppleWorks running from memory.

Figure 3: Applied Engineering's RAM disk installation produces this message.

```
ProDrive  V2.0

Installing 640K Ramdisk
```

```
MultiDrive.PRO   V2.3

for MultiRam (tm)

Copyright (c) 1985 by

CHECKMATE TECHNOLOGY, INC.

  768K Available on /RAM in S3,D2
```

Figure 4: Checkmate's RAM disk installation prints this message.

IMPORTANT: While your RAM disk is active, do not restart the computer. This will de-activate the RAM disk and destroy anything that might have been in it.

Insert your copy program and type the name of the system file used to start the program. If you use Copy II Plus, for example, you should type:

-UTIL.SYSTEM

If you use the system utilities, enter the name:

-SYSUTIL.SYSTEM

When copying the AppleWorks files to the RAM disk, use the pathname /RAM as the destination. The RAM disk is probably located in Slot 3, where the memory expansion card is located.

After you copy both sides of the AppleWorks disk to RAM, quit the copy program you're using, then start AppleWorks with this command:

-/RAM/APLWORKS.SYSTEM

You'll be amazed how fast AppleWorks will be on the screen. Remember, AppleWorks will be using only half of the extra memory (the half not used for RAM disk). But AppleWorks will not know that the RAM disk exists, so you can't use it for storing and retrieving AppleWorks files -- even though you are using it to hold AppleWorks itself.

Getting AppleWorks to Recognize the RAM Disk

You may be happy with the results of your RAM disk to this point. If your interest is in using it to speed the operation and startup time of AppleWorks, you're pretty much getting what you want. But you don't have full control yet. The next thing to do is make AppleWorks recognize the RAM disk and gain control over the size of the RAM disk.

For this, you must return to the expander disk, where you found the RAM disk installation program.

Applied Engineering Users

If you are using Applied Engineering's RAM expansion, insert the *Super AppleWorks Desktop Expander* disk. (If you are not already in BASIC, then restart the computer and, when the menu

appears, select the Quit option. Now type:

RUN PARTITION

You will be given a series of options. Be sure to indicate that you are going to update AppleWorks by typing an "A" at the first option. Then you can use the left and right arrow keys to adjust the amount of memory you want for the RAM disk, and how much you want left free for AppleWorks (Prodrive is what AE calls your Ram disk). See Figure 5.

```
          1 meg     2 meg     3 meg
-------------------------------------
|       |       |**************|
-------------------------------------
Free = 576          Prodrive = 512
```

Figure 5: Customizing the RAM disk with AE's Partition program.

After you've chosen the desired allocation of your extra memory, press Return. You are now asked to type the pathname of the disk containing the Prodrive program (that's your expander disk for now). Since your AE disk is write protected, you'll have to make a backup first and then type the pathname:

/AE.EXP/PRODRIVE

Next, you're asked for the pathname of your APPLEWORKS.SYSTEM file. Unless you've changed the name of your AppleWorks disk, this should be:

/APPLEWORKS/APLWORKS.SYSTEM

Be sure to insert the AppleWorks Startup disk before you press Return. You have now done two things: You have changed the PRODRIVE program so that it installs the RAM disk of the size you specified; and you have updated AppleWorks once more, so that it now recognizes a RAM disk.

Here's how to test the results: Restart the computer with your AppleWorks Startup disk. The STARTUP program you wrote should take you directly to BASIC. Now insert the AE Super AppleWorks Desktop Expander disk (front side) and type:

-PRODRIVE

The screen should look similar to Figure 3 except that the size of the RAM disk will be precisely what you told it to be when you used the Partition program.

Next, follow the steps outlined earlier to copy AppleWorks to the RAM disk. Then run AppleWorks from RAM as described. Use the *Add files to the Desktop* option then select option 2, *A different disk.* Your list of disk drives should now include *RAMDisk (Slot 3).* See Figure 6. You can now use the RAM disk the way you use any other disk drive. Currently it contains the AppleWorks program.

NOTE: Applied Engineering RAM disks will not show up in AppleWorks unless they have something in them. Therefore, it is important to copy SOMETHING to RAM before starting AppleWorks. Presumably, you'll want to copy AppleWorks to RAM anyway.

Checkmate Users

Checkmate's RAM disks work slightly differently than AE's. First, start the computer with the back side of the Expander disk. Now select option 3, *Install MULTIDRIVE.PRO.* Next, select option 2, *Customize MULTIDRIVE .PRO.* You are now given four more options. The first is for choosing the slot and drive of your RAM disk. Normally, this should be:

Slot 3, Drive 1

The second is for changing the amount of RAM used for RAM disk. Like AE's Partition program, this option gives you the opportunity to partition memory as you see fit. See Figure 7.

This display shows you a lot of useful information about the actual amounts of memory used and the amounts you will have access to in AppleWorks.

Option 3 will save the changes you've made to the memory configuration and create the RAM disk.

Test the results by restarting the computer with your AppleWorks startup disk. The STARTUP program you saved earlier should place you in BASIC. Now insert the back side of your MultiRAM disk and type:

-MULTIDRIVE.PRO

Soon the screen will look like Figure 4 except for the amount of memory allocated to the RAM disk. Now use the steps outlined earlier to copy AppleWorks into RAM using your copy program and then run AppleWorks from RAM when finished. The location of your RAM disk is Slot 3, drive 1 and its name is /MRAM. You will also have a small RAM disk in Slot 3, Drive 2 called /RAM, but this will be unusable by AppleWorks. When you view the various disks available to AppleWorks, you will see the RAM disk as one of them as shown in Figure 6.

Unlike Applied Engineering's RAM disk, you do not have to have anything in /MRAM for AppleWorks to "see" it.

Next time I'll talk more about Apple's memory cards and provide some handy shortcuts to the startup procedure.

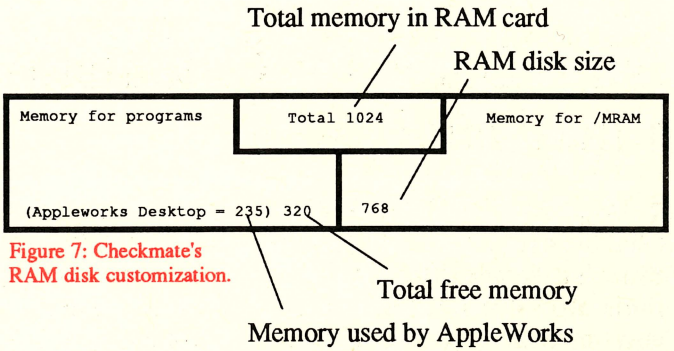


Figure 7: Checkmate's RAM disk customization.

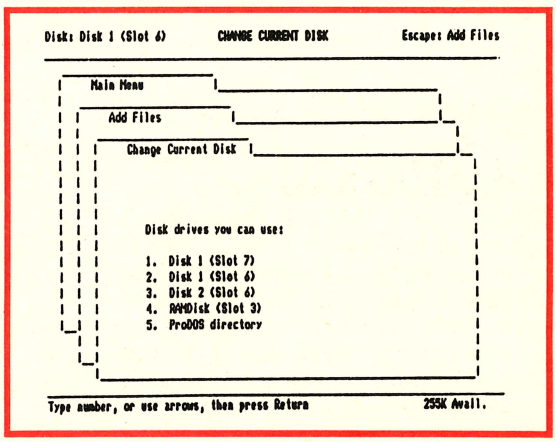


Figure 6: AppleWorks showing the RAM disk.

Tips & Tricks

Tips & Tricks & Tips & Tricks

Using Dates for Calculations in the Database

The AppleWorks database has special formatting for date categories. These are categories that include the word DATE in them. If you enter the date like this:

1/15/88

AppleWorks will convert it to this:

Jan 1 88

AppleWorks also gives you the opportunity to sort dates chronologically. But a technique of formatting dates, as shown in our cover article this month, can be used to get date calculations in the database.

Simply use a category that does not contain the word DATE and enter the date in the format YYMMDD (year, month, day). Be sure to enter anything under 10 as a two-digit number, as in 08.

Dates formatted like this are automatically sorted chronologically when they are sorted from A to Z. There is no need for a chronological sort.

Plus, you can perform calculations on two dates that have this format. The formula is simple:

First Date - Second Date * .01

Days will appear on the right side of the decimal place and months and years will appear on the left.

This format will not account for calculations between two different years; but you can alter the formula in the spreadsheet for that task.

Another advantage to this date formatting is that you can accurately transfer data between the spreadsheet and database without problems in the dates. Experiment with this technique for best use in your applications.

Quote Unquote

Regarding on-line services, John Scully says:

> "It's kind of a neat way to stay in touch with the latest gossip that's going on out there. The gossip can be instructive as well as fun. I even discover things that are going on at Apple."

Online Today / Interview by Holly G. Miller

Patch for the AppleWorks Word Processor

Last month we received a letter from a subscriber asking for feedback when copying information within a word processor document [Issue 1-3, page 43]. We suggested using the *To clipboard* and *From clipboard* options instead of the *Within document* option so that the line and column indicators will not disappear during the copy.

But Alan Bird gave us this patch that makes AppleWorks leave the line and column indicators in view during a copy within a document. It leaves the indicators in view only during the copy, not when moving to the new location for the data. The patch is for version 2.0 only.

First, get to BASIC so that you see the familiar prompt:

]

Now type:

```
UNLOCK SEG.M1

BLOAD SEG.M1,T$00,A$2100,
L$700,B$4CDA

POKE 8652,35
POKE 8688,32
POKE 8689,42
POKE 8690,60
POKE 8691,32
POKE 8692,168
POKE 8693,67
POKE 8694,96
POKE 9990,240
POKE 9991,33

BSAVE SEG.M1,T$00,A$2100,
L$700,B$4CDA
```

Once again, thanks to Alan Bird for the many patches he's provided.

Letters

Alignment Alternative

While your tip on lining up labels for printing [Issue 1-3] is a way of doing it, it doesn't work for me. I have a 16k printer buffer, and once printing starts, it doesn't stop until the buffer is empty.

I align labels as follows: I create a file with only one record, formatted in the same say as the main file. First I use the one-label file, called "Label Centerer" to align the labels in the printer, then use Open Apple - Q to change files and print the labels in the main file. No copying or deleting required.

Fred Stahlheber
San Marcos, California

Thanks, Fred. This is a fine way of aligning labels. Printer buffers inside the printer can be a pain for the reason you pointed out. We recommend choosing a printer without a large buffer and using an external buffer or one like Applied Engineering's that works with the extra RAM in your computer. This way, your de-select switch on the printer will stop the printing almost immediately.

Time Out Quickspell is the Fastest

At the end of your review of Time Out Quickspell [Issue 1-2], you mention that you don't recommend dropping Pinpoint's Document Checker because it, too is fast. While this is true, I've run some tests that prove Time Out Quickspell is the fastest by far.

The document was 50 pages long and contained 14,173 words. Both Time Out Quickspell and the Document Checker were running from RAM. Quickspell's dictionaries took a total of 69 seconds to check the document and came up with 15 suspect words and 5 double words. I took 3 minutes to check all 15 words in context and corrected one word.

The Document Checker found 42 suspect words. I added 21 to the custom dictionary, ignored 20, and corrected one. Total time was 9 minutes 18 seconds plus the time required to exit AppleWorks and load the program.

Chuck Newby
San Diego, California

I must agree that Quickspell is faster than Document Checker, but I would change the results of your test a bit. First, I would not include the time spent to add words to the dictionary. Once the words are added, the time would not be required again and, this is more a lacking in the dictionary than in processing power.

The same fact distorts the overall correction time, since you had to go through more words. Had the words been in the dictionary, the correction itself would not have taken as long. Again, I think you can fault the dictionary for missing the words, but not the processing speed.

I agree that Quickspell is faster. I'd even say it's a better program overall. But I still don't think it's worth dropping the Document Checker to buy Quickspell. The increased performance does not justify the cost -- and Document Checker is a perfectly good product, far from obsolete.

Butting Heads with Your RAM

On my IIgs with the Apple one-meg expansion card, I can load AppleWorks to RAM5 (Slot 5, Drive 2) using Copy II Plus. I can then go in and out of the program without trouble.

On my IIc with Applied Engineering's Z-RAM or my IIe with RamWorks, I can't seem to do the same thing. The RAM is in Slot 3 on these systems...Help!

James E. Gottesman M.D.
Seattle, Washington

This is a great opportunity to summarize the RAM article in this issue one more time. Your Apple memory works with AppleWorks because Version 2.0 already recognizes the memory card. Also, ProDOS recognizes the memory so you can segment a RAM disk if you want. Presumably, you formatted the RAM with the usual format command when you started. This created a RAM disk to which you copied AppleWorks.

With the Applied Engineering hardware, you must use the "Prodrive" software to install the RAM disk and then Copy II Plus will recognize it. You can use the"Partition" program that comes with Applied Engineering memory cards for two reasons: to change the size of the RAM disk created with the Prodrive

software, and to enhance AppleWorks so that it recognizes that a RAM disk is active. If you are using Version 2.0 of AppleWorks, you must use the "AW 2 Expander" (version 2.4 or greater) to update AppleWorks. The Prodrive and Partition software are on the back side of the older versions of the desktop expander (don't use the front side on version 2.0 of AppleWorks).

Patching Problems from Issue 1-3

We've received a lot of calls and letters describing "range errors" and other problems when attempting the patches that increase printing limits in AppleWorks (shown on page 33 of the last issue).

To avoid problems we recommend that you enter the command:

CLEAR

between each patch (that is, prior to using the "BLOAD" portion of the patches). Also, the first thing you should do is unlock SEG.M1 using this command:

UNLOCK SEG.M1

Don't unlock the segment after loading it with the BLOAD command. Finally, be sure you have the Program disk in the drive, not the startup disk.

Removing Duplicates from the Database

This is regarding the letter on page 42 of Issue 1-3 of the Journal about eliminating duplicates from a database when printing labels. Here's another way. Use an extra category as a code category. After entering all records, go to the Multiple Record Layout and put an X in the code category for all duplicate records. In the report, use record selection rules to eliminate those records. The rule would read: Code is blank.

Penny Sanchez
Stockton, California

Thanks, Penny. This works well for small to medium sized databases where looking over the records would not take all day. Of course, duplicates are clearly visible at a glance in the Multiple Record Layout if you first sort the database by, say, the last name category.

You can use the extra code category for special codes relating to all records, such as C=Customer, P=Personal Contact, R=Regular, and, of course, D=Duplicate. Your record selection to eliminate duplicates would be: *Code does not equal D.*

Speaking of Patches

There are two patches that I would like to see. The first would be to eliminate the requirement to press the Return key after making a menu selection using a number. The second would be the ability to scan the menus (or file listings) using the Open Apple - Up or Open Apple-Down keys the way you can inside a document. I would also like to know the purpose of each of the AppleWorks SEG files.

Thomas K. Tamlyn
Bettendorf, Iowa

Both of your desires can be accomplished using macros. Super MacroWorks and Ultra Macros both have the ability to evaluate keystrokes in macros and act on them. Using this capability, a macro can easily control the use of menus -- eliminating the need to press Return after entering the number you want on the menu.

The second task is even easier. This macro simply uses the Solid Apple - Up and Down commands to enter several consecutive "Ups" or "Downs." Figure 1 shows the macros in Ultra Macros format. The first macro is invoked with Solid Apple - A and the others are Solid Apple - Up and Solid Apple - Down.

More letters on the next page...

```
START

A:{ALL : SA-B SA-C SA-D SA-E SA-F SA-G SA-H SA-I SA-J SA-L
SA-M SA-N RPT}!
B:{ALL : IFKEY}1{THEN}1{RTN}!
C:{ALL : IFKEY}2{THEN}2{RTN}!
D:{ALL : IFKEY}3{THEN}3{RTN}!
E:{ALL : IFKEY}4{THEN}4{RTN}!
F:{ALL : IFKEY}5{THEN}5{RTN}!
G:{ALL : IFKEY}6{THEN}6{RTN}!
H:{ALL : IFKEY}7{THEN}7{RTN}!
I:{ALL : IFKEY}8{THEN}8{RTN}!
J:{ALL : IFKEY}9{THEN}9{RTN}!
L:{ALL : IFKEY}{DOWN}{THEN DOWN}!
M:{ALL : IFKEY}{UP}{THEN UP}!
N:{ALL : IFKEY}{RTN}{THEN RTN}!

{UP}:{ALL : UP UP UP UP UP}!
{DOWN}:{ALL : DOWN DOWN DOWN DOWN DOWN}!
```

Figure 1: Macros in Ultra Macros format to control the use of menus in AppleWorks.

Use Solid Apple-A Solid Apple-Up and Solid Apple-Down.

Circumvent the Circumflex

In Issue 1-3 of the Journal, you published a very interesting article on using foreign characters in AppleWorks with the Imagewriter. So far, I have been able to use some of the accent characters in the custom printer, with the exception of the circumflex (^).

In your article, you offer that accent as one of the suggested uses of your technique. Every time I tried to use that character, I would end the code entering session.

Rubens Vaz de Costa
Arlington, Virginia

You're absolutely right, Rubens. The circumflex character cannot be used in the code screens because it happens to be the code that exits the screen. Instead, simply enter the code for Boldface Begin like this:

Control-H

That's it. Now, when typing your document, enter the Boldface Begin option and then enter the circumflex character right after. Here's an example:

foro^^to

The first ^ mark is the Boldface Begin option. The second ^ mark is the accent that will go over the second "o" in the word. The result will be: forôto. This technique will work with any of the accents.

Letters About Letterhead Designs

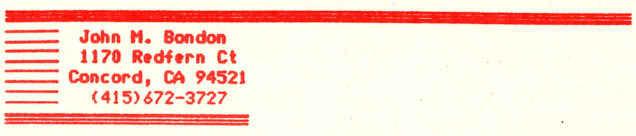
Our article about letterhead designs using Imagewriter graphics generated a few letters (most of them came on letterhead designed using the techniques described in the article).

Kwang S. Yum of Concord, California writes, "Your article on letterhead designs was unique and ingenious." Kwang also provided the proper codes for the ProWriter printer.

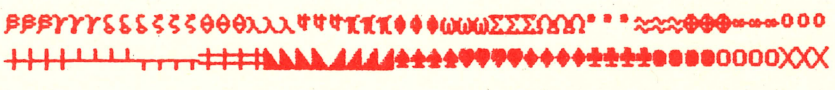
"The Prowriter manuals document several graphic characters, but none matched those in your article for the Imagewriter. To my suprise, the symbols in your figure 1 are in my printer, undocumented!

"I needed to change some of the graphic commands. For the Prowriter, *Escape #* turns on the special graphics symbols, and *Escape V* turns on the repeat factor. *Escape $* turns off the graphics symbols. The Prowriter is capable of other special symbols, including Greek and Japanese characters."

Kwang managed to duplicate our examples on his printer as shown below. Although the Prowriter does not include the Mouse Text characters shown in the article, it does have a complete set of line graphics characters in its table of special characters. These characters are shown below. By combining line graphics characters in different ways, you can create all kinds of fancy borders.



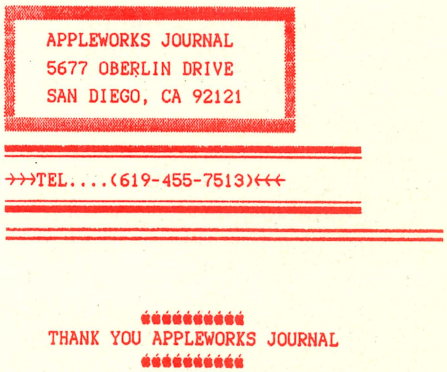
Prowriter version of the letterhead technique.



Line graphics characters.

If your printer has neither Mouse Text nor line graphics characters built in, you can still get the capabilities of creating borders by using a font downloading program. We have designed a line graphics font for Beagle Bros' Power Print font downloader and it's available on the Collection Disk in our catalog.

Sumner S. Feinstein of Peabody, Massachusetts sent us a special implementation of the letterhead technique:



But this reproduction does not show the greens and oranges in the real printout. Sumner found that the Imagewriter manual does not do justice to the special graphics capabilities and writes, "What else is available in the Apple IIc and Imagewriter II that's of use to AppleWorks users?"

Group Total Gripe

I found your article "Using database group totals" (Issue 1-2, page 25) very useful in general, with one exception: "Step Four" of the procedure works properly only if each group total name has the same number of words in it.

*Your article is clear and well illustrated. Unfortunately, your Figure 4 stops at the first departure from a three-word pattern (*local merchant *has but two words while the other examples have three), the very point where the example breaks down.*

It would be a significant limitation of AppleWorks if, to use this procedure, category names or descriptions always had to contain the same number of words. I hope future issues will address this problem in greater detail.

Terrence C. Bochte
Wauwatosa, Wisconsin

The example in the article does, in fact, break down at the third record because it contains a different number of words in its description. Had we gone through the third example, we would have found the limitation and made the following addition to the technique:

Use an extra calculated category in the database report just before the one holding the desired calculation. Shrink this category to one character wide and make the formula read simply "999". This will cause the information in the category to over fill the space and result in a # being printed. Using the steps in the article, get this report into the word processor. The result should look like Figure 1.

```
File: test                    REVIEW/ADD/CHANGE
=====|=====|=====|=====|=====|=====|=====|=====|=
          EMS Data Svcs #        13.00

      Grant Systems, Inc #        41.00

         Local Merchant #         12.50

       Small & Smaller #          44.50

                      #*        111.00*
```

Figure 1: Database information after merging into the word processor -- includes extra category with a marker in it.

The last change is to adjust the macro that inserts carriage returns so that it only inserts them where the marker occurs. It might look like this:

```
R:<all><oa-1><oa-F><rtn><oa-Y>
  #<rtn><rtn><right><del><rtn>
  <sa-R><rpt>!
```

Instead of simply inserting carriage returns at every word, this macro inserts them at the location of the markers. This keeps a consistent number of lines between each category. You'll need a marker between each category in the database report -- the example in the article had only two categories.

Apple Memory and Version 1.3 of AppleWorks

AppleWorks 1.3 is not compatible with IIc Apple expansion. I found that out the hard way -- after I put the Apple memory expansion board (512k) into my IIc. Apple finally acknowledged this fact. I had to upgrade to version 2.0.

Paula Weiss
Sacto, California

We have many types of memory expansion cards in our "lab" for testing purposes, but the Apple IIc Memory Expansion is not one of them. Wouldn't you know that it works differently than the IIe Memory Expansion from Apple? We've confirmed that, indeed, AppleWorks version 1.3 does not recognize Apple's IIc expansion but it does recognize Apple's IIe expansion.

Random Tip...

Do you like your database tables reports to have column headings in them -- but not the other header information added by AppleWorks?

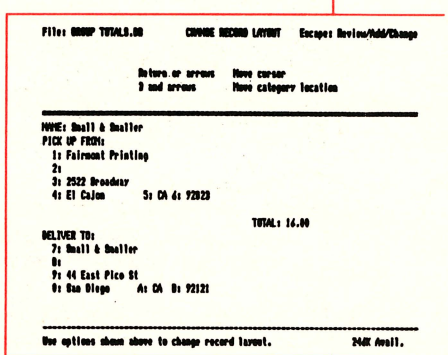
You can get just the column headings in your reports without the other status information by using the custom report header. This is done with the Open Apple - N command while in the report format. Enter Open Apple - N, then press Return, then enter your heading.

You can line up the heading with the columns on the report format and "mimic" the column headings used in the automatic header. Of course, you'll want to turn the automatic header off with the Open Apple - O command and the PH option.

This technique gives you only 80 columns to work with for the header, but that might just be enough.

Did You Know?

Open Apple - L Technique



Did you know that the Open Apple - L command, used for altering the layout of the data on your database screen, shows any data you like in the categories while you are making changes? Simply move to the desired record and then press Open Apple - L. The information in that record will still be in view while you're making the layout changes. This is useful for making sure that the layout matches the data in your records. Simply move to the record that has the most data in each category. If the layout works with this record, it will work with any of them.

Review: Time Out Desktools

Desk Accessories for the Time Out Series

Most of the programs in the Time Out series are well beyond desk accessories. They are complete applications that run inside AppleWorks. They can be called up from within AppleWorks and are, therefore, often called accessories.

But the only real accessories in the Time Out series are in the Desktools package. Desktools contains a set of 12 accessories that can be used inside AppleWorks. What makes these tools "accessories" and other Time Out tools "applications" is realy a matter of size. The desk accessories are smaller than applications and usually serve one specific purpose.

Another general rule about desk accessories is that they usually don't create data files of their own. Some of the Desktools, however, break this rule. The 12 accessories in Desktools include:

Calculator
Calendar
Case Converter
Clipboard
Clock
Dialer
Encrypter
Envelope Addresser
Notepad
Page Preview
Puzzle
Word Count

If Desktools is not your first Time Out application, then simply copy the "TO" files to your accessories disk. If this is your first, then you'll have to install Time Out onto your AppleWorks disk before copying the files. (You'll also want to copy the Utilities file.)

Once you have a few of the Time Out products active, your Time Out menu might look something like the one in Figure 1.

Calculator

The Desktools Calculator is very complete and easy to use. It's so well designed that you'll actually want to use it instead of an adding machine.

Besides looking like a calculator with a tape (see Figure 2), it performs like one. Just enter the numeric keys, mathematical operators, and then press Return or the equals sign. You can also use the arrow keys to move to the desired buttons. If you have the Ultra Macros

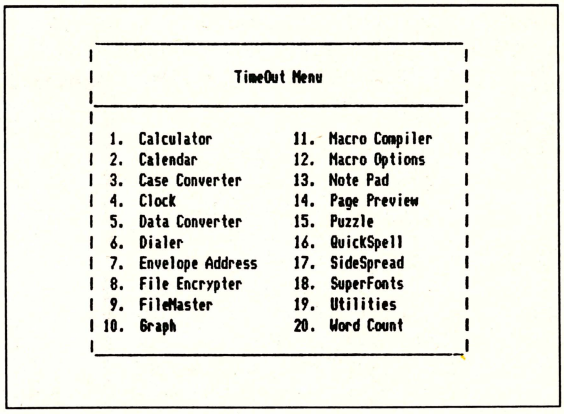


Figure 1: Time Out menu filled with goodies.

package from Beagle Bros, then you can use the mouse to move to the various keys in the calculator. (Ultra Macros adds a mouse interface to AppleWorks. The interface works with all the Time Out applications as well.)

The calculator features a memory, square root key, and decimal point fixing. By pressing the PRT key, you can activate the tape feature which dumps the calculations onto the "screen tape."

Of course you can print the tape to your printer. Just press the TAP key to move your cursor to the tape, then press Open Apple-P. You can print in one, two, or three columns.

While your cursor is on the tape, you can scroll through it to locate previous calculations. You can also make edits to the tape. This is not so much for changing the calculation results, but for adding notes to the tape at various points as shown in Figure 2.

The OFF button returns to your document in AppleWorks. If you have pressed the ENT button prior to pressing the OFF button, the number shown on the Calculator window will be placed into your document -- database, spreadsheet, or word processor.

The fact that the calculator can be controlled with macros makes the possible uses almost endless.

Calendar

The Calendar is an accessory for keeping track of appointments and tasks, not unlike the template in our cover story.

The Calendar, shown in Figure 3, works with a database file called Calendar.Data. This file comes on the Desktools disk. The file must be on the desktop when using the Calendar, and it is used to store all the entries you make into the Calendar, but there is very little you can really do with the file because changing it can cause problems.

The Calendar offers dates from January 1, 1910 to December 31, 1999. Simply use the arrow keys to highlight the desired day within the month shown in the upper left corner. You can flip through the Calendar month by month using Open Apple - Up Arrow or Open Apple - Down Arrow. You can flip yearly using Tab and Open Apple - Tab.

The command Open Apple - T brings you back to "today's" date (this is the date you entered when booting AppleWorks).

You can enter a combination of appointments and tasks for each day. Each appointment calls for a time and a description of up to 20 characters. Tasks can include a priority number and a status code, such as C for calls, P for personal, and so on. Descriptions are 20 characters long.

As you might expect, appointments are automatically arranged by time and

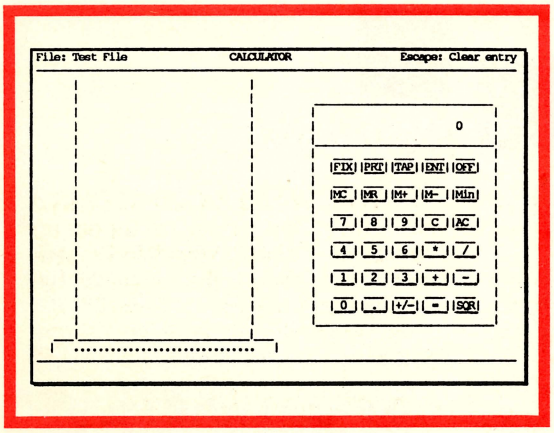


Figure 2: Time Out Calculator with tape.

tasks are arranged by priority number. To carry tasks forward to future dates, use the Open Apple - C command. Any task or appointment can be copied to another date using this command.

You can view all appointments for one week with the Open Apple - W command. This week-at-a-glance is handy for printing summaries of your schedule. Unfortunately, it shows only the times of your appointments for each day of the week -- and does not show tasks. See Figure 4.

Another feature of the Calendar is that you can find any task on any date using the Open Apple - F command. The Calendar uses Open Apple - H to print the screens containing your tasks and appointments.

Dialer

The Desktools Dialer is a simple accessory for dialing phone numbers from your computer. Of course, it requires that you have a modem hooked up properly.

The Dialer uses a list of 10 phone numbers that you establish when you configure the Dialer using the Time Out Utilities. After numbers are in the list, you can select any of them to dial, or you can enter a new number from the keyboard.

You can also place the cursor on a valid phone number in a document, then call up the Dialer and dial that number automatically. The Dialer also lets you print a hard copy of the 10 names on your list. We recommend building a simple phone list database and dialing the numbers directly from the records in the database.

A word of caution about the Dialer: If you set up the wrong slot number as the modem slot or if you don't have a modem in the slot specified... CRASH! You will have to reboot AppleWorks. This, we feel, should be handled better by the program.

Envelope Addresser

The Envelope Addresser accessory is useful for printing addresses and return addresses onto envelopes. It will pull any address out of a document and let you place it onto its "envelope" for printing. You can also pull out the return address, but positioning is more limited for it.

You can type information directly onto the envelope and convert any information in the address to all upper case letters. That's about all there is to that one. See Figure 5.

File Encrypter

The File Encrypter is an example of clean, straight-forward programming. Its purpose is simple: to encrypt (or code) files so they cannot be read by "unauthorized" persons. The program can encrypt word processor, database, or spreadsheet files.

Just bring the desired file to the desktop and call up the File Encrypter accessory. You are asked to give it a "code" (password). If desired, you can give each file a different code, but the author recommends keeping it down to only a few.

The file will scramble right before your eyes. Save this version of the file in place of the original and no one will be able to read it without decrypting it. Of course, you have to know the secret code to do that. You cannot modify an encrypted file or loss of data will occur. Also, it's possible to reencrypt an encrypted file, making it require two passwords for decryption.

You must enter the passwords in the reverse order that you applied them. Unfortunately, if you decrypt a file using the wrong password, you'll end up actually applying another encryption to the file. If you make a lot of mistakes, you can end up with quite a tangle of needed passwords. For that reason, we recommend using the System Utilities or the FileMaster application to lock encrypted files so they cannot be changed.

The File Encrypter is fast, simple to use, and serves a very useful purpose for many AppleWorks users.

Notepad

AppleWorks makes it easy to move in and out of the word processor to jot notes, so a lot of people wonder why they would need a notepad accessory for jotting down information in AppleWorks.

While this may be true, the Desktools Notepad has some very redeeming qualities. First, it pops up anywhere inside AppleWorks -- in the database, word processor, spreadsheet, or while menus are in view. It contains up to 32 pages per pad and you can save as many pads as you like (Pads are saved as text files on disk and are readable by the AppleWorks word processor.) You can call up any pad at any time.

The various commands let you delete notes, move between pages, find specific information, and move the pad around the screen (see Figure 6).

One extremely useful command that is not documented in the manual is the Open Apple - R command. If you call up the Notepad from a spreadsheet file, this command will place the current cell

Continued on page 64...

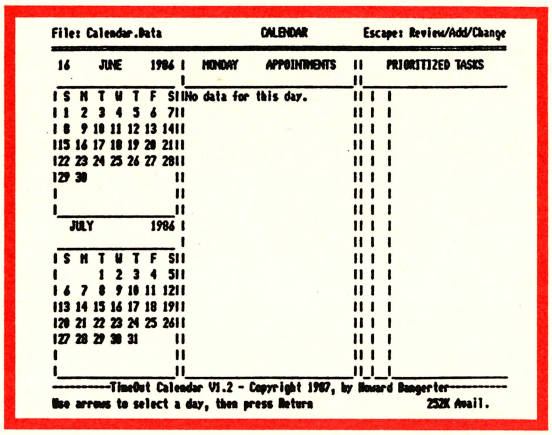


Figure 3: The Desktools Calendar.

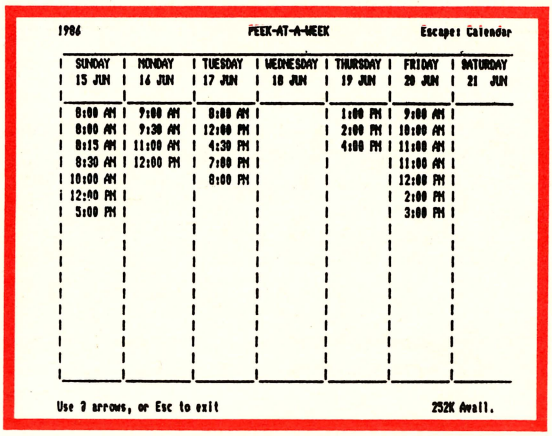


Figure 4: The weekly view in the Calendar.

News Random

BEAGLE BROS has upgraded their Time Out product. The installation program now includes the ability to use several disks full of Time Out applications (not just one disk) and it fixes some obscure bugs with Checkmate memory cards. It also allows more than 30 Time Out applications in the Time Out menu. Time Out also includes a new utilities program. These changes apply to the part of Time Out that appears on all of the applications disks -- not the applications themselves.

Some of the applications have been upgraded recently. Quickspell is up to version 1.4. Changes include the ability to check individual words, paragraphs, or complete documents.

Most of the other Time Out changes are for minor bug fixes.

Beagle Bros will be introducing a few new items for Time Out soon. The first to come will be from Randy Brandt, called Macro Tools. This is a disk full of sample macros and four tools for use with Time Out Ultra Macros. The tools are for serious macro makers, providing the ability to set up AppleWorks-style menus for your macros, the ability to increase the number of variables available in your macros, and other tools. The sample macros on the disk are quite useful.

Randy is working on another Time Out application, tentatively called Power Tools.

Mark Simonsen is working on a laserwriter interface for his Super Fonts application and Mark de Jong is building a Time Out communications program. Rumor has it that Alan Bird is going to make the AppleWorks database relational.

WE THINK Apple is going to have a tough job on their hands when the Apple II line is finally able to output text to the Laserwriter effectively. It will mean that people can get state-of-the-art desktop publishing capabililities on a system that costs under $1,000. What do you think that will do to the Macintosh if word gets out?

A DESKTOP PUBLISHING NEWSLETTER is coming soon from Sage Productions, Inc. Next month, you'll be receiving a FREE copy of the *Apple II Desktop Publishing Newsletter*. It will feature articles from well known desktop publishing professionals on the use of fonts, desktop publishing software, graphics, and printer technology for the Apple II. It will also include news and product reviews concerning the latest desktop publishing tools available for the Apple II.

As an AppleWorks Journal subscriber, you'll recieve the first issue FREE with our compliments! But if you want to sign up as a charter subscriber, you'll get a special deal with the form on the back of this month's Journal. Of course, your satisfaction is guaranteed!

DO YOU CONSULT APPLEWORKS USERS?
If you make money consulting AppleWorks users on new products, AppleWorks techniques, etc., or if you build custom AppleWorks systems for people, drop us a line. We have some tools that will help your business and provide you with more clients. Call or write soon!

WE STILL WANT YOUR MACROS
We're still collecting macros for our upcoming book about AppleWorks Macros. If we use yours in the book, you'll get $20 worth of products.

About the Journal

December, 1987. The AppleWorks Journal (ISSN: 0891-8236) is published monthly by Sage Productions, Inc. Editorial offices: 5677 Oberlin Drive, San Diego, CA 92121. Telephone: (619) 455-7513. Subscriptions are $39.95 in the United States, Canada, and Mexico. Overseas rates: $69.95 in US funds only. The Journal is sent to over 20 foriegn countries. Application to mail at second class postage rates is pending at San Diego, CA. POSTMASTER: send address changes to the AppleWorks Journal, 5677 Oberlin Drive, San Diego, CA 92121. AppleWorks is a trademark of Apple Computer, Inc. The AppleWorks Journal is a trademark of Sage Productions, Inc. © 1987 by Sage Productions, Inc. All rights reserved. Reproduction without permission is prohibited. User groups and educational institutions may copy or excerpt material from any issue for publication in group newsletters, training materials, or other non-profit publications. Please affix proper credit.

To avoid confusion, we use a few conventions when referring to AppleWorks commands and options. Commands refer only to those keystrokes that include the Open Apple key and options refer to menu choices or choices listed at the bottom of the screen as the result of typing a command. Options are always listed in italics, as in:

...now print the file *to disk*.

Spreadsheet cells are shown along with the name of the cell, as in:

A1: +C34*5

Key presses that are not commands are capitalized, such as in Return, Escape, and Down Arrow. Macros are shown in the format of the macro language being used in the example. We use the term *category* in place of the more common term, *field* because the AppleWorks manual uses category.

Authors

Contributors to the AppleWorks Journal vary from issue to issue. Bylines accompany articles only occasionally. We often research or prepare articles on the suggestions of our readers. Feel free to ask our assistance on any AppleWorks problem.

Letters

Send your comments or questions for the Letters section to the Editor at the address listed above. Be sure to specify exactly what hardware you are using and your version of AppleWorks.

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Task File

Continued from page 52...

This tasks database can be a big help for tracking appointments and projects. If you are used to keeping a "scratch & add" list, you'll find this well worth mastering.

```
File: WORK TIKLER
Report: STEPS
Selection: START

880101
880101    I FINANCIAL WORK UP-TO-DATE
            GET INFO FROM MR CHARLES
            COMPILE DATA
            ENTER INTO SPREADSHEET FOR ANALYSIS
            READ APPLEWORKS JOURNAL FOR INSTRUCTIONS
            PRINT RESULTS
880101    I CALL MR SMITH
            PICK UP PHONE
            PUT TO BAR
            DIAL PHONE
            WAIT
            SAY "HELLO"
```

Result of Steps report.

If you have a clock card in your Apple, you might have the ability to include times in your database. Simply add another category to track the time within each day. You can sort this information in with the other data for daily time logs.

Desktools

Continued from page 62...

coordinates of your cursor onto the current page of the notepad as shown on the notepad in Figure 7. You can use the Notepad's Find command to locate any of these coordinates and jump to the page containing them. This gives you the capability to add notes to any cell in your spreadsheet -- the notes will pertain to the specific cell you're on. Add macro powers to this capability and you can make it fully automatic.

You can use similar ideas to add notes to the TASK file described in the cover story this month. Look for more articles about this feature in future issues of the Journal.

Page Preview

This accessory prints a reduced version of your word processor documents onto the screen for a preview. The preview will show you where the page breaks occur and how many pages the document will take.

Other Accessories

Other accessories in the Desktools package include a puzzle for whiling away hours of bordom, a word counter for word processing files, a case converter for changing upper case documents to lower case documents, and vice versa, and a clock that displays the time on your internal clock (if you have one).

The Word Counter is now on version 1.3 of the Time Out Quickspell application as well as on the Desktools product.

New Versions

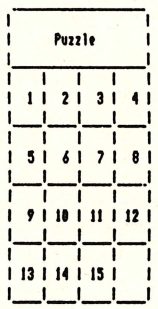
As mentioned in the News column this issue, Beagle has updated many of their Time Out Applications as well as Time Out itself.

If you get a newer version of an application, be sure to re-install Time Out to version 1.1. We experienced system crashes when using older versions of Time Out with newer versions of the applications. After re-installing Time Out, the problems went away.

Conclusion

Desktools has some very nice accessories. Our favorites are the File Encrypter, Calculator, and the Notepad when used with macros. Our accessories were running from RAM so they were quite fast. Running them from disk may seem a bit slow.

Although we experienced system problems with certain accessories under certain conditions, you can expect Beagle to provide good quality technical support and service if you run into problems.



The Desktools Puzzle.

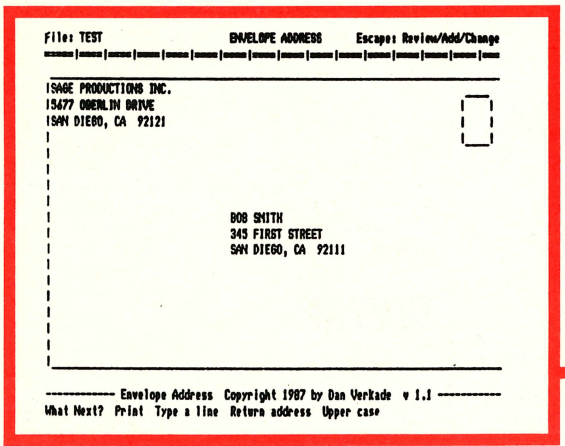
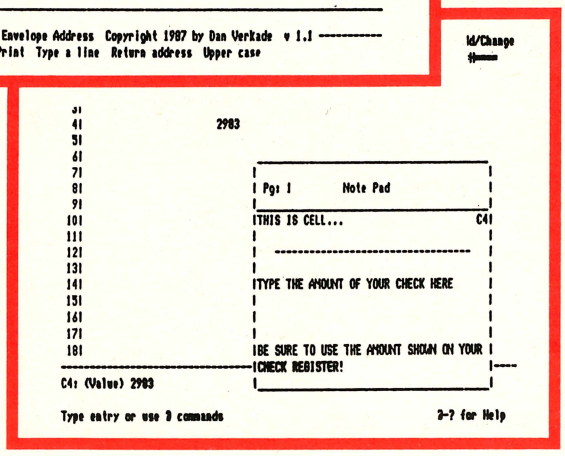

File: TEST
ENVELOPE ADDRESS
Escape: Review/Add/Change
SAGE PRODUCTIONS INC.
15477 OBERLIN DRIVE
SAN DIEGO, CA 92121
BOB SMITH
345 FIRST STREET
SAN DIEGO, CA 92111
Envelope Address Copyright 1987 by Dan Verkade v 1.1
What Next? Print Type a line Return address Upper case

Figure 5: The Envelope Addresser lets you position information on the envelope before printing.


2983
Pg: 1 Note Pad
THIS IS CELL... C41
TYPE THE AMOUNT OF YOUR CHECK HERE
BE SURE TO USE THE AMOUNT SHOWN ON YOUR CHECK REGISTER!
C4: (Value) 2983
Type entry or use ? commands
?-? for Help

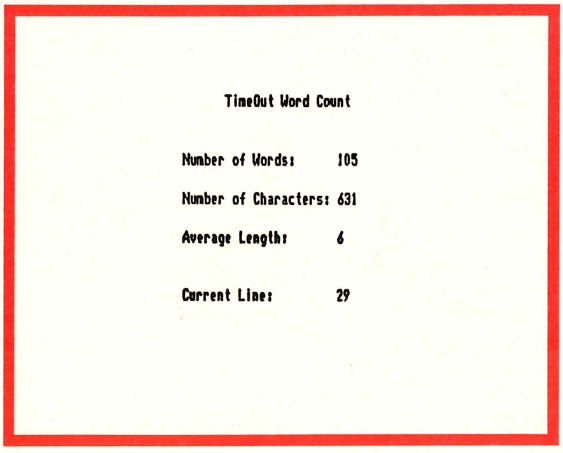


Figure 6: The Desktools Notepad called up from the spreadsheet. the word counter on Desktools.